

Job Posting

Department:	Franklin County Human Services
Organization:	Franklin County Area Agency on Aging
Job Code / Title:	Aging Case Aide II
Position Number:	04
County:	Franklin
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, PA 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$11.18
Pay Range & Step:	5
Posting Length:	5 Business Days
Posting Dates:	07/16/2015 – 07/23/2015
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	37.5 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	07/23/2015

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Transfer
- Voluntary Demotion
- Reemployment

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as an Aging Case Aide 1; or Two years of public contact work, including one year in a human services program; or Any equivalent combination of experience and training.

2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

Job Posting

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

SELECTION CRITERIA

1. Meet the minimum experience and training required for the job.

APPLICATION INSTRUCTIONS

2. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How to Apply" section.
3. Additional information may be obtained by calling: (717)261-3150

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 07/23/2015. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

Franklin County IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

Job Posting

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FRANKLIN COUNTY

AGING CASE AIDE II

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To assist Area Agency on Aging professional staff in providing information and referral services regarding programs for older adults, and to assist with meal programs and/or special projects within the Agency.

ESSENTIAL FUNCTIONS OF JOB

1. Provides information, referral and assistance in Aging Office, in senior activity centers or in community to older adults and family members via phone or in person.
2. Explains in detail, information about Aging and community services, assists in completion of applications for these services, and helps individuals overcome obstacles in obtaining requested services.
3. Interviews older adults face-to-face to complete an in home assessment to determine eligibility for home delivered meal, Senior Reach and home modification services.
4. Maintains their own caseload of home delivered meal and home modification consumers, providing reassessments to continue services as required by state policy and procedure.
5. Occasionally provides coverage in senior center for center manager in their absence and delivers meals to home delivered meal consumers when needed to maintain continuity of center services.
6. Assists Home Delivered Meal Coordinator in coordination of home delivered meal program, including recruitment and training of volunteers.
7. Makes contacts with physicians to determine proper diet verification, orders and notes regarding changes in consumer's condition.
8. Operates office equipment as needed and maintains files as required.
9. Record consumers' personal data in Aging software system.
10. Observe the behavioral and physical, mental and living conditions of consumers during home and office visits, to identify the consumers' needs and risks and to determine the appropriate services or actions.
11. You will be required to maintain the confidentiality of consumers' personal information.

OTHER DUTIES OF JOB

1. Assists with publishing/mailing of Agency and senior center newsletters.
2. Assists in ordering supplies as needed.
3. Attends meetings, training, in services or seminars as required.
4. Performs other job-related duties as required.

Job Posting

AGING CASE AIDE II

Page 2

Position Description

SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Care Management Supervisor and Center Manager in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate work space, lighting, temperatures and ventilation.
2. Works with average indoor exposure to noise, stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.
5. Works frequently in consumers' homes and is exposed to smoke and other environmental odors.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand/walk for long periods throughout the workday with intermittent periods of sitting, bending, twisting, driving, and reaching as necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; arms/legs; torso as necessary to carry out essential job duties.
4. Light work, with occasional lifting/carrying of objects with weights of twenty to thirty pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the workday.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent, plus some additional clerical training. Valid Pennsylvania driver's license. Computer training beneficial.

B. WORK EXPERIENCE

1-2 years working experience in public contact work, involving working with elderly, providing information and/or assisting with a variety of social service programs. Or, any combination of experience and/or training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess good communication and interpersonal skills.

Job Posting

AGING CASE AIDE II

Page 3

Position Description

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED CONT'D

3. Must possess good communication and interpersonal skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with consumers, co-workers and others.
5. Must possess the ability to maintain confidentiality in regard to consumer information and records.
6. Must possess knowledge of general office practices and procedures.
7. Must possess some knowledge of community resources, human service agencies and ability to deal effectively with same.
8. Must possess ability to operate telephone, take and deliver accurate and timely messages.
9. Must possess the ability to express compassion, empathy and patience in dealing with consumers, callers and visitors to the office and senior centers.
10. Must possess flexibility to be able to assist with a variety of programs and duties as needed at the office and all senior center locations.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF AGING CASE AIDE II AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.